

Update Contact / Executive Information

Overview: The service administrator and users approved by the administrator are the only people that can Request a permit.

Steps to Update Contact / Executive Information

NOTE: Please refer to the “**MTLS Online System User Manual**” for more detailed instructions on navigating in the system.

Step 1.

Log into the system: <https://services.dps.ohio.gov/EMSMTLS>

Step 2.

- From the system home page, hover over the “Action” area in the “Active / Pending Service Applications(s)” area of the service license you want to update. A pop-up will appear. Click on “Update”

Step 3.

- Select the Contacts tab.

Step 4.

- To update a current contact or executive, hover over the “Action” area after the name of the contact or executive you want to update and select “Edit”.
- Update the information, then select “Save”.
- If you are done making updates, select “Save and Continue”

Step 5.

- Select the Confirmation tab.
- Confirm that the information you updated is correct.
- Check the attestation box at the bottom of the page, then select “Save and Continue”

Step 6.

- Select the Confirmation tab.
- Confirm that the information you updated is correct.
- Check the attestation box at the bottom of the page, then select “Save and Continue”
- Select “Submit Update: